

Postsecondary Education Commission
Veterans State Approvals
3 Barrell Court, Suite 300
Concord, N.H. 03301-8543

**Application for Approval of Educational and Training Programs for
Veterans Educational Assistance**
38CFR 21.4254(a,b) Nonaccredited Courses/Programs

The State Approving Agency for Veterans Education Programs has been legally designated to serve as the State agency responsible for the approval of educational and training programs/courses under the provisions of the various veterans educational assistance acts, more commonly known as GI Bills.

This application is in two parts. Part A requests institutional data. Part B requires program or course details. A separate Part B is required for each major course or program for which SAA approval is being requested.

This application should be as complete as possible. Responses may be references to pages in the school catalog or other official publications. If space is inadequate or if the item is not fully described in the catalog or brochure, please include attachments. This application should be submitted in duplicate to *Lawrence Elbroch, Administrator of Approvals and Licensing, Postsecondary Education Commission, Veterans State Approvals, 3 Barrell Court, Suite 300, Concord, N.H. 03301-8543.*

Part A.

A. Name of Institution _____

Address _____

Telephone _____ e-mail _____ web _____

B. Chief Executive Officer (attach current vita/resume)

Name and Title _____

Address _____

Telephone _____ e-mail _____

C. Form of Organization

Individual Proprietorship _____ Profit Corporation _____

Partnership _____ Non-Profit Corporation _____

Other _____

If partnership or corporation, attach list of names and addresses of partners, trustees and officers.

D. Financial Condition

Attach balance sheet and income statement for last two years of operation as certified by principal officer or accountant.

Attach list of names and addresses of banks or other financial references.

E.

Legal date school began operating? _____

How long under present management? _____

Is a license or approval from any other Federal, State or municipal agency required for the operation of the school?

Yes _____ No _____ If yes, attach applicable documentation.

F. List each program and starting date for which approval is being requested.

[illegible]

Note: Part B of this Application should be completed for the Approval of each program or course of study listed above. Copy and complete Part B for each additional program or course of study.

Approval Criteria: Nonaccredited Courses/Programs
38 CFR 21.4254(a,b,c)

Part B.

Course/Program _____

Institution/Organization _____

(1) Curriculum: 38 CFR 21.4254(c)(1)

- (i) From where is it derived (consultant, professional organization, committee, etc.)?

- (ii) Did an appropriate Advisory Committee review and approve it?

_____ Yes _____ No If yes, please attach names, addresses and business/
organization each represents.

- (iii) Name and title of college official who has direct responsibility for administering the program?

- (iv) Length of program in clock hours? _____

How many class hours ? _____ How many lab/clinical hours? _____

- (v) Attach descriptive materials and schedule of dates and times for the course.

- (vi) What are the admission requirements for the course/program?

(2) Resources: 38 CFR 21.4254(c)(2)

- (i) Describe the location and enrollment capacity of the classroom facility(ies).

Institution _____

Address _____

- (ii) Describe location(s) and capacity(ies) of lab and/or clinical locations (attach separate sheet if necessary). Enclose photographs if applicable.

- (iii) Describe advising and support services that are provided by the institution.

(3) Qualifications 38 CFR 21.4254(c)(3)

Attach current (date coded) copies of instructor resumes and applicable licenses and certifications. (Resumes should meet a professional standard of quality and appearance).

(4) Credit for Prior Learning 38 CFR 21.4254(c)(4)

Describe process by which a veteran or eligible person is given credit for previous education and training with the training period shortened proportionately.

(5) Course Outline 38 CFR 21.4254(c)(5)

Attach copies of current (date coded) course outline (syllabus) including the name of the institution and the course; the name of the instructor; description of the course; desired learning outcome (objective); topics to be presented and approximate clock hours to be spent on each topic; list of tuition and fees; required textbooks and supplies; and attendance, conduct, grading and standards of progress policies.

(6) Award of Completion 38 CFR 21.4254(c)(6)

Attach a sample of the certificate or notification the veteran is issued upon successful completion of the course.

Institution _____

Address _____

(7) Student Records 38 CFR 21.4254(c)(7)

Where are the veterans' records kept with respect to attendance, grades, progress, and completion?

(8) Code Compliance 38 CFR 21.4254(c)(8)

Do the facilities for the course comply with local, State and Federal regulations, such as ADA, fire, building and sanitary codes?

_____ Yes _____ No If No, explain _____

(9) Financial Stability 38 CFR 21.4254(c)(9)

Is the institution is financially sound and capable of fulfilling its commitments for training. Where can the most recent financial statement be reviewed?

(10) School Advertising 38 CFR 21.4254(c)(10)

Has the Federal Trade Commission ever issued an order to the institution to cease and desist from any erroneous or misleading advertising? _____ Yes _____ No If yes, explain.

Institution _____

Address _____

(11) Enrollment Limitations 38 CFR 21.4254(c)(11)

Enrollment in classroom and laboratory/clinical sections must be limited in size in order to optimize the quality of teaching and learning. Explain how capacities are determined.

(12) Reputation and Character of Personnel 38 CFR 21.4254(c)(12)

Are character references for instructors on file at the institution?
_____ Yes _____ No If No, explain.

(13) Pro Rata Refunds 38 CFR 21.4254(c)(13), 21.4255

The school maintains a policy for the pro rata refund of the unused portion of tuition, fees or charges if the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion. _____ Yes _____ No If No, explain.

(14) Addenda

- (i) Enclose two copies of current institution's catalog and/or course bulletin and related publications (student handbook, etc.). 38 CFR 21.4254(b)
- (ii) If institution is privately owned, the most recent financial statement. 38 CFR 21.4254(c)(9)

(15) Affidavit 38 CFR 21.4254(b)

I certify that the information in this application and enclosure(s) is true in content and policy.

Printed Name of Chief Executive Officer _____

Signature

Date